



Job Description

DESCRIPTION			
Post Title:	Assistant Principal – Behaviour and Attendance	Post Holder:	
Salary/Grade:	L10-L14	Location:	Kings College Guildford
MAIN PURPOSE OF JOB			
<ul style="list-style-type: none">• The Assistant Principal works as part of the Senior Leadership Team to assist the Executive Principal in his duty to ensure that the School meets its educational aims.• The Assistant Principal will be responsible and accountable for delivering specific educational outcomes and school improvements, as agreed with the Executive Principal.• The Assistant Principal is responsible for providing professional leadership and management of staff in partnership with middle leaders, to enhance their effectiveness in order to achieve improve standards of learning and achievement in the School.• To uphold the highest possible standards and help others to do the same.			
POSITION IN ORGANISATION			
Name and position of immediate line manager:		Alastair McKenzie – Executive Principal	
MAIN ACCOUNTABILITIES			
Specific Responsibilities			
Assistant Principal <ul style="list-style-type: none">• To lead and manage the school’s behaviour and rewards system to ensure excellent behaviour in all classrooms• To work with the Attendance Officer, Home School Link Worker and Pastoral Team to ensure all barriers to high attendance are considered, leading to attendance above the national average			
Teaching <ul style="list-style-type: none">• To be an outstanding teacher who will set an example to others and inspire students.• To teach approximately a timetable of approximately 50%			
Leadership & Strategy <ul style="list-style-type: none">• Attend Senior Leadership Team, Full Governing Body and the Governors’ Sub-Committee meetings as appropriate.• Deputise for the Executive Principal as necessary either in school or at external meetings/functions.• Negotiate and influence strategic decision making within the School’s Senior Leadership Team to ensure the best outcomes for staff and students.• Plan and manage change in accordance with the School development/strategic plan.			

- To lead and manage all designated staff
- To undertake duties and internal isolations as part of a timetabled rota

Administration Management

- Line Manage either curriculum or pastoral teams ensuring that staff are accountable.
- Define responsibilities, information and support for staff and other stakeholders
- Use data analysis, evaluation and reporting systems to maximum effect in order to support pupil progress.
- Prepare information for publications and returns for the DfE, Learning Partners and other agencies and stakeholders within statutory guidelines.

Human Resource Management

- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Advise the Executive Principal on recruitment, performance management and development for all staff that you lead and manage.
- Ensure people that you lead and manage have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Take part in and promote effective Performance Management in line with the school Performance Management Policy.

ADDITIONAL DUTIES AND ACCOUNTABILITIES OF THIS POST

General Responsibilities

- To adhere to safety regulations.
- To participate in appropriate meetings with colleagues and parents as required.
- To participate in the School Performance Management Scheme.
- To adhere to and promote School policies.
- To be responsible for promoting and safeguarding the welfare of children and young people in the college.

Working Time

- This is a permanent post subject to the Learning Partners Teachers' Pay and Conditions Document

LINE MANAGEMENT

- To be negotiated

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This job description is current at the date shown but following consultation with you, may be changed by the Executive Principal to reflect or anticipate changes in the Job which are commensurate with the salary and job title.

May 2022

Signed by Job Holder: Date:

Signed by Line Manager: Date:

Person Specification

(A = Application, I = Interview, T = Task)

Qualifications	Essential	Desirable
▪ Degree level qualification	*	
▪ QTS	*	
Teaching and Learning	Essential	Desirable
▪ An Outstanding teacher who is able to inspire students with an enthusiasm for learning and achieve excellent examination outcomes	*	
▪ A passion for learning and own subject yet able to be flexible	*	
▪ Ability to articulate characteristics of effective teaching and learning	*	
▪ Excellent understanding of student assessment, both formative and summative	*	
▪ Experience of effectively monitoring and evaluating teaching and learning		*
▪ Excellent discipline	*	
Leadership and Management Skills	Essential	Desirable
▪ Evidence of successful team leadership at middle management/leadership team level.	*	
▪ Recent relevant leadership experience in more than one school		*
▪ Experience/Involvement in implementation of whole school development.	*	
▪ Successful experience of implementing and managing change	*	
▪ A clear educational philosophy	*	
▪ Knowledge of recent educational developments, initiatives and legislation and how they may impact on the school	*	
▪ Understanding the essentials of school self evaluation and development planning		*
▪ Able to delegate effectively and support others in achieving objectives	*	
▪ Ability to make difficult decisions and communicate them clearly and sensitively	*	
▪ Ability to prioritise, plan, organise and manage work life balance.	*	
▪ Ability to analyse data effectively in order to evaluate impact of teaching and learning and to prioritise areas for school improvement	*	
▪ Excellent time management and organisational skills	*	
▪ Excellent interpersonal, presentation and communication skills, both written and spoken	*	
Personal Qualities	Essential	Desirable
▪ A relentless optimism	*	
▪ High quality communication skills with the ability to develop positive relationships with students, parents and peers	*	
▪ A sense of humour and a good sense of well-being	*	
▪ Personal presence that inspires confidence	*	

▪ A high level of commitment	*	
▪ Resilient and able to cope with stress	*	
▪ Willingness to ask for advice and support where necessary	*	
▪ High expectations of self and others	*	
▪ A flexible and adaptable approach	*	
▪ An innovator with the desire to continue to learn and develop within the professional role		*
▪ A completer finisher	*	
▪ A team player	*	
▪ Absolute belief in the importance of education and the ability for all children to be successful	*	
Administrative Skills	Essential	Desirable
• Ability to analyse problems, identify issues and reach logical conclusions	*	
• Manages time effectively and meets deadlines	*	
• Effective and efficient administration		*
• Skilled in the use of ICT and its application in management and education		*
Safeguarding Children	Essential	Desirable
▪ Committed to safeguarding and promoting the welfare of children and young people (References)	*	
Equality of Opportunity	Essential	Desirable
• The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	*	

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